

Professional Grievance Response Letter With Resolution Plan

Subject: Response to Your Grievance Submission

Dear [Employee/Customer Name],

Thank you for submitting your grievance regarding [briefly describe issue]. After a careful review, we would like to acknowledge the concerns you have raised and share the actions we are taking to address them.

Our investigation has confirmed that [provide factual findings if applicable]. To resolve this matter, we will [describe resolution or corrective action]. We will also implement additional measures to ensure this issue does not reoccur in the future.

We sincerely appreciate your patience during this process and hope the steps outlined above meet your expectations. Please feel free to reach out if you have any further questions or require clarification.

Respectfully,

[Your Name]

[Your Position]

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